

25X1A

NOTICE  
NO. [REDACTED]

PERSONNEL  
April 1954

25X1A

## LEAVE

### REDUCTION OF EXCESS ANNUAL LEAVE ACCUMULATIONS

1. This Notice implements Notice No. [REDACTED] issued 16 October 1953 by establishing the Agency policy for the reduction of excess annual leave accumulations in accordance with the provisions of Public Law 102 - 83rd Congress.

25X1A

2. It is the policy of the Agency to completely eliminate the accumulated annual leave balances in excess of the maximum allowable accrual prescribed in Public Law 102 for every Agency employee within 10 years subsequent to 1 January 1954 in the manner prescribed below:

a. Each employee stationed within the continental limits of the United States who had accrued annual leave in excess of 30 days at 2 January 1954 is required to use each year his current year accrual of annual leave plus at least 10% of the excess accumulation over 30 days. For example: An employee with an accumulation on 2 January 1954 of 50 days leave who earns 26 days each year will be required to use during calendar year 1954 and each subsequent year through 1963 a total of 28 days annual leave (26 days plus 10% of 20 days leave accumulation over 30).

b. Each employee who is located outside the continental United States on PCS who has accrued annual leave in excess of 45 days is required to use each year his current year accrual of annual leave plus at least 10% of the excess accumulation over 45 days. In the example in 2.a. the employee must use  $26\frac{1}{2}$  days each year (26 days plus 10% of 5 days accumulation over 45). The reason that overseas employees are permitted to accumulate annual leave in excess of that permitted employees in the U. S. is so that they will have ample leave for extended stays in the U. S. when they are able to return (Annual and Sick Leave Act of 1951). Accordingly, those overseas employees who return to duty in the U. S. with 45 or more days accrued annual leave will be required to reduce their excess annual leave balances at least 15 days within one year after their arrival in the U. S. Subsequent to the reduction of the 15 day excess accrual they will be governed by the policy in 2.a. Overseas employees returning to the U. S. with more than 30 but less than 45 days accrued annual leave shall be required to reduce their leave balances to 30 days within one year after their arrival in the U. S.

SECRET

25X1A

25X1A  
NOTICE  
NO. [REDACTED]

PERSONNEL  
April 1954

3. The policies in paragraph 2 do not prescribe a maximum for the use of excess annual leave balances; a more rapid liquidation of excess annual leave in those cases where employees can be spared is encouraged whenever the workload requirements permit such action.

4. All supervisors are directed to plan the leave of the employees under their supervision, commencing with the current leave year, to carry out the policy set forth in paragraph 2. The responsibility for meeting the requirements of the Law and this policy rests jointly with the supervisor and the employee. If an employee fails to apply for leave he may be placed on leave administratively at any time to meet the requirements of the Law and of this policy, subject to the approval of the Assistant Director for Personnel. Supervisors should not deny annual leave when requested by employees having excess leave balances, unless it is clearly necessary to do so because of the urgency of work requirements.

5. In addition to regular vacations or other long absences planned in advance, employees and supervisors should endeavor to reduce leave balances through the use of occasional 1, 2, or 3 day absences when the operations of the Offices permit, particularly during the non-summer period and in the course of holiday or other slow operating periods.

6. Exceptions to the policies in paragraph 2 may be authorized for individual employees when the conditions of service, Office workloads, or justifiable personal reasons warrant deferring the reduction of excess leave accumulations to a subsequent year. In each case where it is anticipated that a reduction of an excess leave accrual cannot or should not be accomplished as prescribed herein the supervisor shall submit an exception request to the Assistant Director for Personnel for approval with a fixed alternate plan for the manner in which the reduction of the excess accrual will be accomplished at a later date.

25X1A  
7. The Office of the Comptroller will furnish promptly to each Office the names of departmental [REDACTED] employees within its area whose accrued annual leave exceeds the allowable maximum of 30 days and indicating the total number of annual leave hours accrued to each such employee as of 2 January 1954. Similar lists will be prepared and distributed for overseas personnel at a later date.

8. The Comptroller will furnish to each Office (with a copy to the DD/A and AD/P) a report each year showing the status of reductions of excess leave accruals for their respective employees.

9. Inasmuch as there is pending legislation which may increase the legal maximum annual leave accruals, employees in the U. S. who have leave accruals

SECRET

SECRET

25X1A

NOTICE

NO. [REDACTED]

PERSONNEL  
April 1954

in excess of 30 days but not more than 60 days, and employees overseas whose leave accruals are in excess of 45 but not more than 90 days, may wish to consider delaying the use of the additional leave prescribed in paragraph 2 until after the close of the current session of Congress. In the event legislation is passed increasing the legal maximum leave accrual, an amendment to this Notice will be published requiring reduction of excess leave accruals only for those employees who have leave in excess of the new allowable maximum in accordance with the policies contained herein.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

SECRET